IPS ★ ITCS

Industrial Performance Services   **Industrial Tubular Catalyst Services**

JOB COMPETENCY
PROCEDURE

V:2023.1

Industrial Performance Services

Industrial Tubular Catalyst Services

Job Competency Procedure

January 2023

Purpose
The purpose of this program is to establish general job competency requirements.

Scope
This procedure applies to all IPS★ITCS operations.

Responsibilities

IPS★ITCS HSEQT Manager
Identifies, updates and monitors minimum qualification requirements, job titles and training documentation

Supplies training reports to clients and IPS★ITCS management.

Site Manager and Supervisors
Shall ensure all employees assigned to their project meet job competency requirements and complete training identified in the training matrix.

Shall ensure that any work that may endanger an employee must be completed by an employee who is competent to do the work.

Shall ensure all employees have sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Employees
Attend and follow requirements of safety and health management training.

General
Competence is a combination of knowledge, understanding and skill, and the appropriate level of competence cannot be acquired simply by attending a training session. The understanding and skill are acquired by experience. For individuals involved in exposure to HSE hazards and risks experience and training are essential. The following components are to be considered for each worksite's delivery team for competency assurance:

Experience   Level of Knowledge   Capability to Perform

At IPS★ITCS our view of competency assurance involves the continuous assessment of training and development needs against a person's responsibilities, abilities and critical activities. This process enables the continuous improvement loop that feeds back into training and development activities that ensure competency assurance is an ongoing career cycle process.

1. Job Description Identified → Candidate Selection and Hiring Process (Reference and Background Check, Drug Screen, Physical Assessment) → Person Assessed and Hired for Open Position

2. Experience, Qualifications Assessed for Initial Training ↔ Initial Induction Training Completion

3. Further Training Required? If no → Ready for Work → On the Job Training → Competency Continually Assessed

4. Annual Performance Appraisal → Ready to Promote? → Employee Promoted → Further Training Required?

Competency is verified before employees are permitted to perform tasks independently. A competent person (supervisor, lead hand, instructor, etc.) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently. If there is a site Short Service Employee (SSE) program established the new or transferred employee will fall under the SSE requirements as well.

Identification of Documentation
Documentation is obtained from employees to demonstrate they meet the qualifications of their job. Based on the job description requirements documentation may include educational, certifications, licenses, prior acceptable training course completion, etc. Documentation is reviewed and confirmed as actual during the employee hiring process.

Identification of Positions
An organizational chart and list of job titles has been established by IPS★ITCS. Based on the positions and their exposure to risk their required training is entered into each worksite's training matrix. Job descriptions are prepared for each job title.

Identification of Qualifications
Minimum qualification requirements for each job title have been established by IPS★ITCS. Qualifications may include a combination of education, certifications, and work experience. Safety training completion for the indicated job title is required before full qualifications are met to allow an employee to begin work.

Identification of Training and Competency Needs
Employees (new or transferred) are provided job specific training related to their roles and responsibilities and trained on the tasks they perform on a regular basis. Training is identified in our training matrix which specifies safety and health training needs by job title. Our training matrix is updated based on changing risks.

Training Records
All training records are maintained on site either by the IPS★ITCS Safety Manager or senior representative of management or their designee.

Delivery of Induction, Transfer & Refresher Training
Employees receive initial induction training. No work by any employee is allowed to begin until the orientation is completed.

Training requirements are tracked by the IPS★ITCS Safety Manager and formal training sessions are conducted either on or off site by the Safety Manager or competent/qualified instructor for the required subject matter.

Supervisor Safety Management Training

Supervisors and managers receive annual, documented safety management system training.

Site Specific IPS★ITCS Training Matrix

Additional training for identified hazards must be completed prior to employee exposure based upon a hazard assessment. **Sample shown as each site must develop its own training matrix.**	LOCATION	FREQUENCY	Admin	Management	Craft
Bloodborne Pathogens	All	A	PRN	X	X
Confined Spaces	All	I		X	X
Defensive Driver Awareness | Driving Safety	All	I	X	X	X
Electrical Safety - Unqualified	All	I		X	X
Emergency Response Plan	All	I	X	X	X
Fall Protection	All	I		X	X
Fire Extinguishers	All	A	X	X	X
First Aid/CPR	PRN	2	PRN	PRN	PRN
H2S	All	I		X	X
Hand and Power Tools	All	I		X	X
HAZCOM	All	I	X	X	X
Hearing Conservation	All	A	X	X	X
Isolation of Energy | LOTO	All	I		X	X
JHA	All	I	X	X	X
Ladder Safety	All	I		X	X
Personal Protective Equipment	All	I		X	X
Rigging Awareness	All	I		X	X
Scaffolding	All	I		X	X
Site Specific HSE Plan	All	I	X	X	X
Supervisor Safety Training	All	PRN	PRN	X	PRN

PRN = As Required   Frequency: I = Initial   A = Annual   2 = 2 Years   3 = 3 years

Training Documentation

All training must be documented with date; employee name, employee signature; instructor name; instructor signature and title of class/course.

Each new employee shall receive an orientation prior to beginning any work.

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	11.23.2022	Shayne Torrans	Shayne Torrans	Format Revision

Approvals:

Procedure Owner

_____   _____
Print Name   Date

_____
Signature

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	☑
Environmental Aspect and Impact	☑
Training and Competency	☑
Measure and Evaluation Tools	☑

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.   *

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By   Employee: _____   Date: _____

Trainer: _____   Date: _____

Assessor: _____   Date: _____

Regional Manager: _____   Date: _____

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Sample only. To be filled in

Risk Assessment

Risk Assessment // insert name here

Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps. Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure *Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be rediced or controlled to ALARP before work commences.* Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

Audit

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Process: insert//		Date:		Audited by:
Procedure: Insert //		Location of Audit:		Area Mgr/Supervisor:

Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				

AUDITOR'S SIGNATURE:	CONFORMANCE SCORE: / 25	0 – Non-Conformance
		3 – Continuous Improvement Opportunity
SAFETY REP'S SIGNATURE:	CONFORMANCE %:	5 – Total Conformance